Welcome!

Marion County Clerk & Judge Training

2011 Municipal Election

Agenda

- Poll Worker Responsibilities

- Receiving Voters

- Voter Accessibility

- Setting Up Voting Equipment

- Troubleshooting

- What's New for 2011

- Review and Reminders

Poll Worker Responsibilities

- **Inspector**
- **Judge**
- **Clerk**

Precinct Staffing

- Up to five poll workers per precinct:
  - Inspector
  - Two Judges
  - Two Clerks
- Election Board and county Democratic party are responsible for assigning Inspectors
- Two major political parties are responsible for assigning Judges and Clerks
- Clerks and Judges may work a half day
  - Inspectors must work a full day

Precinct Election Board

- Made up of three members:
  - One Inspector
    - "Boss" of the precinct
    - Checks photo ID
    - Issues challenges
  - Two Judges, one from each major political party
    - Checks photo ID
    - Issues challenges
    - Assists voters with disabilities
- Ensures the election runs smoothly
- Votes on precinct issues that may arise

Receiving Voters

- Poll Book Basics
- Seven Steps at the Clerks' Table
  - Voter ID
  - Ballot Styles
  - Ballot Instructions
- Absentee Ballots
- Provisional Ballots
- Signature Count Log

Poll Book Basics

- Review of the Poll Book Legend
  - Name/Address/DOB Block
  - Signature Block
  - Other Issues
    - Affirmation of Residence Required
    - Proof of Residency
    - Voter Identification
    - Name/Address Changes

Poll Book Basics

- List of every citizen registered to vote in a precinct
  - Contains the name, address, date of birth and signature of each voter
  - Indicates if the voter needs to show additional identification
- Each precinct has one poll book

Instructions are found on the front of the poll book

Poll Book Basics

DOB: 1/1/1900			*Paul Problem*
Affirmation of Residence Required		Split: A	ABS
RICH, SUSIE 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: ☐ Name/Address Change ☐	D ☐ R ☐ SB ☐ SIGN HERE	*Susie Rich*
		Split: A	ABS
VOTER, VALERIE 1234 ANYWHERE ST APT 235 INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: ☐ Name/Address Change ☐	D ☐ R ☐ SB ☐ SIGN HERE	*Valerie Voter*
Affirmation of Residence Required		Split: A	ABS

Name and Address Block

- Voter information listed alphabetically by last name
- Date of birth found under the voter's address

Scanned Signature

- Original signature provided by voter when they registered or updated their records
- Used to compare voter's signature in the poll book to the signature on file

Sign Here

- Location the voter signs <u>AFTER</u> the poll worker reviews their photo ID

Poll Book Basics

DOB: 1/1/1900				Paul Problem
Affirmation of Residence Required		Split: A	ABS	
RICH, SUSIE 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: ☐ Name/Address Change ☐	D ☐ R ☐ SB ☐ *SIGN HERE*		Susie Rich
		Split: A	ABS	
VOTER, VALERIE 1234 ANYWHERE ST APT 235 INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: ☐ Name/Address Change ☐	D ☐ R ☐ SB ☐ *SIGN HERE*		Valerie Voter
Affirmation of Residence Required		Split: A	ABS	

Precinct Split
• If the precinct is split for any reason, the split is indicated here and denoted as A, B, C…

ABS
• Abbreviation for "Absentee"
• Circle when processing absentee ballots

Proof of Residency
- Voter MUST show proof of residency to the Clerk: valid driver's license, bank statement, government check, government document, paycheck or utility bill.
- Clerk MUST enter proper residency code (See instructions in the front of poll book for more information)

DLN/SSN4
- If the voter ID number is not stored in the system, 'DLN/SS4: __' will print
- Clerk must request either the driver's license number or the last four digits of the voter's social security number
- Voter is not obligated to provide the information

Poll Book Basics

VOTERS' POLL LIST: 2008 Primary Election	Marion County	Precinct FRA 001

ABSENTEE, AL
1278 ANYWHERE ST
INDIANAPOLIS, IN 46201-1111

DOB: 1/1/1900
Voter ID on File

Address Unchanged: ☐
Name/Address Change ☐

D ☐   R ☐   SB ☐
SIGN HERE

Split: A   ABS

Need Current Signature

Need Current Signature
• Message prints when a voter's signature is not stored in the system

PROBLEM, PAUL
1301 ACME AVE
INDIANAPOLIS, IN 46201-1111

DOB: 1/1/1900
Voter ID on File
Affirmation of Residence Required

Address Unchanged: ☐
Name/Address Change ☐

Split: A   ABS

D ☐   R ☐   SB ☐
SIGN HERE

Split: A   ABS

Paul Problem

Affirmation of Residence Required
• If the voter's registration is inactive, 'Affirmation of Residence Required' will print on the Poll List
• Voter must fill in their address

Poll Book Basics

Name/Address Change
• If the voter's address has not changed, the Clerk can check the 'Address Unchanged' box
• If there is a name or address change, check this box AFTER voter completes the Name/Address Change Affidavit (VRG 4/12) found in the Inspector Binder
  • In cases where a name changes, the voter fills out the affidavit and signs the poll book with their new name
  • Before allowing a voter whose address has changed to vote, please refer to page 22 of the Secretary of State's handbook to determine if the voter is eligible to vote in your precinct
• If you have questions, ask your Inspector to call 327-2000

Seven Steps at the Clerks' Table

When a voter arrives, the clerks…

1. Greet voter (with a smile!)

2. Ask for and find voter's name in the poll book

3. Check the voter's photo ID

4. Allow voter to sign the poll book

Seven Steps at the Clerks' Table

5. Ask whether voter wants to use a paper ballot or iVotronic

6. Select the correct ballot style

7. Initial the back of the paper ballot OR hand iVotronic card to voter

    – For paper ballots, both Clerks must initial!

    – Inspector or Judge can initial if only one Clerk is present

        • If Inspector is the only poll worker, they should use their initials twice

Voter ID

- Four Questions Requirements
  1. Photo
     - Should be a reasonable likeness
  2. Expiration Date
     - Must be current or expired after last general election (Nov. 2, 2010)
  3. Government Issued
     - Federal or state of Indiana, including <u>public</u> schools
  4. Name reasonably conforms with poll book
     - Does not mean match exactly

- For more information:
  - Page 19 in the Secretary of State's Handbook
  - Inspector Binder contains Voter ID scenarios

Voter ID

- ## Government Issued
  - ### Federal or State of Indiana
    - Military ID, passports OK
    - Out-of-state licenses or ID do NOT work
  - ### State schools, like IU, Purdue or Ivy Tech OK
    - Private schools like Butler or University of Indianapolis do NOT work

Voter ID

- Name reasonably conforms with poll book
  - The voter's name on the photo ID must conform to the name of the voter registration card
  - People commonly use nicknames, middle names and initials as a substitute for their given first name
  - Examples that conform with "Robert John Crew"
    - Robert John Crew
    - Robert J. Crew
    - Robert Crew
    - R. John Crew
    - R. J. Crew
    - Bob John Crew
    - Bob J. Crew
    - Bob Crew
    - John Crew
    - J. Crew

Conform does NOT mean match identically.

What's on the Ballot

- 2011 General Election Ballot
  - Municipal Election – Local Races only
    - Indianapolis Mayor
    - City-County Council
      - 25 council districts plus 4 At-Large
    - Lawrence, Beech Grove & Southport
      - Mayor, City (Common) Council, Clerk-Treasurer
    - Speedway
      - Town Council, Clerk-Treasurer
    - Town Offices
      - Clerk-Treasurer, Town Council
        » Examples: Warren Park, Rocky Ripple, etc.
    - Public Question – town of Williams Creek only

Selecting Correct Ballot Style

To confirm ballot selection, look for the voter's ward, precinct and split on the BACK of the ballot

Selecting Correct Ballot Style
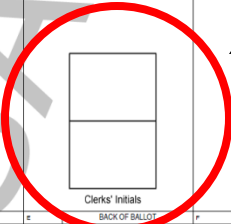
Don't forget:

Two sets of initials MUST be on the back of ballot!

Voting on the M-100

- Three voting options:
  1. Straight Party
     - Darken oval next to party emblem to cast a vote for ONLY one party
     - Instruct voter to darken oval NOT the party emblem
     - Does not record votes for public or judicial retention questions
       - Voter should complete this section, if desired
  2. Ticket Split
     - Ignore straight party option
     - Darken oval next to individual candidates regardless of party affiliations

- Three voting options, con't:

  3. Scratch

    - Darken oval next to party emblem AND darken oval next to candidate to cross over in one or more races

    - Example:

      – Voter darkens oval next to Libertarian party

      – Voter ALSO darkens oval next to Republican dogcatcher candidate

      – Ballot will read votes for all Libertarian candidates EXCEPT the Republican will get vote in dogcatcher race

- Remind voters they may have option to vote for more than one candidate (see next slide)

Ballot Instructions

Remind voters to follow the instructions!

Some offices specify to select multiple candidates. For example, "Vote For No More Than TWO (2):"

Some offices only select one candidate

Voting on the M-100

- When finished, ballot is inserted under the black flap of the M-100
  - Does not matter if ballot is face up or face down, forward or backward
- If the voter selects too many candidates in a particular race, the M-100 will beep
  - Voter presses "Accept" if they intended to overvote
  - Voter presses "Return" if they made an error and would like to vote again
    - Ballot is marked spoiled
    - Clerks initial and provide voter with a new ballot

Selecting Correct iVotronic Ballot

- Clerk processes the voter & directs them to the Judge

- Inspector/Judge inserts PEB

- Inspector /Judge selects the correct ward/precinct
  - Found in the upper left corner of the screen

- Inspector /Judge confirms ward/precinct

- Inspector /Judge removes PEB

- Inspector /Judge touches screen to activate visual ballot

iVotronic Ballot

- Inspector steps away from machine

- Voter touches the screen and ballot appears

- Voter makes their selection(s) and follows the instructions to cast their ballot

- iVotronic confirms voter's selection

- Voter presses the "VOTE" button on screen or the button above the screen

Audio iVotronic Ballot

- For an <u>audio ballot</u>, the Inspector:
  - Plugs in the headphones
  - Inserts PEB
  - Selects correct ward/precinct for the voter
  - Selects correct ballot style for the voter
  - Presses green button to activate audio ballot
    - Screen will intentionally go blank
  - Assists voter to the machine (if needed) and then steps away

iVotronic Ballot

- With an audio ballot, the voter:
  - Listens to the instructions first
  - Uses the yellow up and down arrows to select the contests
  - Uses the green button to make a selection in each race
  - Presses the "VOTE" button at the top of the screen
    - All of the buttons are Braille-enabled to assist the voter

Absentee Ballots

- Receiving Absentee Ballots
  - Delivered throughout the day
    - Double-check the names on list match the ballots/envelopes delivered to the precinct
- Processing Absentee Ballots
  - Optical Scan Paper ballots
  - iVotronic ballots
- Voting Absentee Ballots

Absentee Ballots

- Processing Absentee Ballots
  - Confirm ABS report belongs to your ward & precinct
  - Find name in poll book
  - Announce voter's name
  - Compare signatures (application vs. absentee secrecy envelope)
  - Circle ABS in the poll book
  - Print voter's name followed by ABS
    - Example: Jane Smith - ABS

VOTERS' POLL LIST: 2008 Primary Election   Marion County   Precinct FRA 001

ABSENTEE, AL
1278 ANYWHERE ST
INDIANAPOLIS, IN 46201-1111

DOB: 1/1/1900

Address Unchanged:
Name/Address Change

D   R   SB

SIGN HERE

Al Absentee - ABS

ABS

Al Absentee

EXCITEMENT, EDDIE

Address Unchanged:
Name/Address Change

D   R   SB

List of Early Voters using iVotronic

- New state law requires Election Board to provide an accessible voting option at early voting locations
  - In Marion County, the accessible machine is the iVotronic
  - If an early voter living in your precinct uses the iVotronic, you will be contacted before Election Day and instructed how to process absentee ballots cast on an iVotronic
    - Questions? Call the Inspector Hotline at 327-2000

Seven Steps for Voting Absentee Ballots

After processing the absentee ballots into the poll book, poll workers should:

1. Open 'Absentee Ballot Secrecy Envelope'

2. Remove the ballot

3. Check for the seal of the Circuit Court Clerk

4. Check for initials of absentee board

5. Place ballots in M-100 Uncounted Ballot Storage Bin

   - Especially important if your polling location is busy and you need a safe place to store absentee ballots – just don't forget they are there!

Seven Steps for Voting Absentee Ballots

6. When done opening all absentee ballot secrecy envelopes, Judges should remove ballots from storage bin and scan into the M-100 face down

7. Pack applications and empty envelopes in the Absentee Paperwork Envelope found in Poll Kit

If a person arrives to cast a ballot AFTER you process their absentee, they <u>must be prohibited</u> from voting

Provisional Ballot

- Provisional ballots should be considered a last resort after exhausting all options
  - If voter is not in Poll Book, call the Inspector Hotline
    - If they are registered at your precinct:
      - Enter certificate of error number in the back of your poll book
      - Print voter's name
      - Ask them to sign next to their printed name
    - If they are registered but at the wrong polling location:
      - Provide the voter with an address to the correct polling location by using the list found in the yellow folder
      - Let voter know they can call 327-VOTE to find out where they go to vote

Provisional Ballot

- Most common uses of provisional ballot
  - Voter does not have a valid, government-issued photo ID
    - Vote provisionally, but voter can bring an ID to the Election Board no later than noon 10 days after the election
  - If voter is NOT registered, but insists on voting
    - Allow them to vote provisionally

Provisional Ballot

- Use provisional ballot kit
  - Found in your Poll Kit
- Poll worker AND voter MUST fully complete pre-printed form (PRE-4) found on the security envelope
- Issue a ballot in the proper manner
  - Use a regular ballot
  - Initial back of ballot
  - Be sure to place a provisional sticker on the ballot (found in provisional ballot kit)

Provisional Ballot

- Do NOT allow voter to cast a provisional ballot on the M100!
  - Ask voter to return to your table after completing the ballot
- Ask voter to seal ballot in the provisional ballot security envelope
- Voter must complete the PRO-2, which is printed on the front of the provisional ballot security envelope
- Poll worker should keep provisional ballots secured throughout the day

Ballot and Signature Audit Log

- Tracks the number of ballots delivered and issued throughout the day and compares it to the number of signatures in the poll book

- Clerks are responsible for completing the log three times during the day at 6 a.m., 10 a.m. and 2 p.m.
  - Form is found in the Inspector Binder
  - Totals should be cumulative, not incremental

Ballot and Signature Audit Log

- Additional tally worksheet on the back of audit log to track:
  - iVotronic voters
  - Cancelled iVotronic ballots
  - Provisional voters

Be sure to complete this form throughout the day, as the information will assist in completing the Ballot Accounting Certificate after the polls close!

Voter Accessibility

- Room Layout

- Location Improvements

- Common Courtesies

- iVotronic Features

- Affidavit of Voter Assistance

Room Layout

- Arrange polling place to allow for smooth traffic flow

- Provide an unobstructed and easy to navigate path for voters with disabilities

- Allow approximately five square feet for a wheelchair to navigate around the voting equipment

- Verify voter accessibility station is private and table height is sufficient for a wheelchair user

Location Improvements

- Some locations will have items delivered to their polling location to make it more accessible:

  – Ramps

  – Cones

  – Doorbells

  – Disability Parking Signs

Location Improvements

- Wheelchair/Scooter Accessibility
  - Leave enough room around voting equipment and tables for voters to navigate
  - Ask if they would prefer the iVotronic
    - Remove touch screen from base and place on a tray or table top (can be powered for a brief time on its battery)
  - OR offer voters using a wheelchair or scooter the use of a table to vote with a paper ballot
    - OK to dismantle a blue voting booth temporarily for use as a privacy screen
    - Make sure table height will accommodate a wheelchair user

Common Courtesies

- Always ask first if a person with a disability needs your help
  - Assist a person who is blind by offering your arm or shoulder for the person to hold as you guide them to a voting machine
- Always look and speak directly at a person with a disability, not the interpreter, companion or helper

Common Courtesies

- When greeting a person who is blind or has low vision, always identify yourself

- Don't shout or speak in the person's ear

- Signal with a tap or a wave to get the attention of person who is deaf.

  - Face the person you are speaking with and speak clearly but naturally, don't exaggerate

iVotronic Features

- For an audio ballot, the Judge:
  - Inserts PEB
  - Presses green button
  - Plugs in the headphones

- With an audio ballot, the Voter:
  - Listens to the instructions first
  - Uses the yellow up and down arrows to select the contests
  - Uses the green button to make a selection in each race
  - Presses the "VOTE" button at the top

- Volume control is found on the headphones

iVotronic Features

- iVotronic monitor can be removed from the stand and placed on a table or on the tray of a wheelchair
  - Battery can last for about two hours; be sure to insert the plug into the monitor when placing it back into the stand

Affidavit of Voter Assistance

- A voter may be assisted only if:
  - The voter has a disability or is unable to read or write the English language
  - The voter requests assistance BEFORE entering the poll booth
- Anyone can be designated to assist the voter, except for the voter's employer or union representative

Affidavit of Voter Assistance

- If voter does not designate a person to help them, both Judges must assist

- Affidavit must be completed BEFORE entering the Poll booth

- Form found in Inspector binder under Tab 3

Setting Up Voting Equipment

M-100
(optical scan ballot reader)

Menu Control Buttons

LCD Status Display

Key Access Panel

Printer Paper Slot

Printer Access Panel

PC Card Slot Access Panel

Ballot Entry Slot

Parallel/Serial Port Access Pane
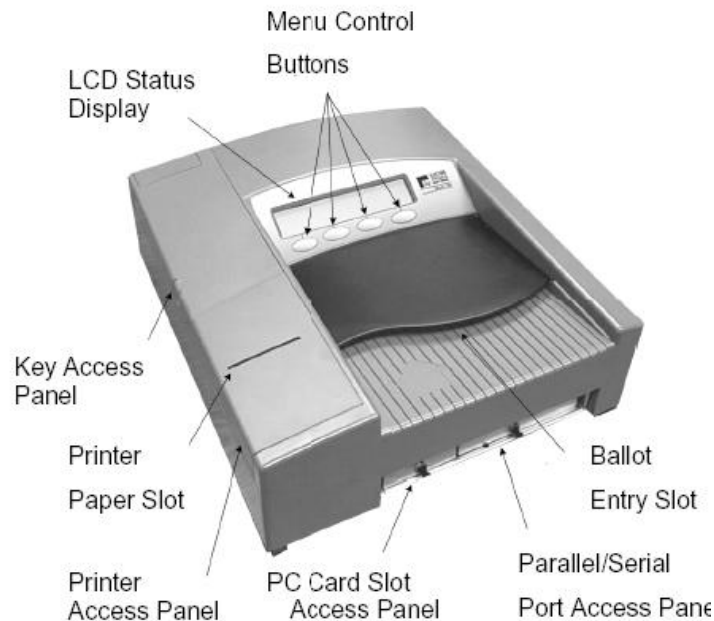
iVotronic
(touch screen machine)

Privacy Screens

iVotronic

Why Two Machines?

- iVotronic

  - Federal law requires voting equipment with accessibility functions

  - iVotronic FIRST!

    - Must be set up before M-100, otherwise a technician will need to come to polling site to correct the error

- Model 100

  - Optically scans paper ballots

Voting Equipment Setup Overview

- Physical Setup
  - Assemble iVotronic stand

- Technology "Boot Up" Order
  - Plug in iVotronic
  - Initialize iVotronic
  - Plug in M-100
  - Unpack and plug in PEB reader to M-100
  - Initialize M-100 using PEB Reader and PEB
  - Print zero tape report from M-100

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

iVotronic

Privacy Screens

iVotronic

Flash Card Port

VOTE Button

PEB Slot

Privacy Screens
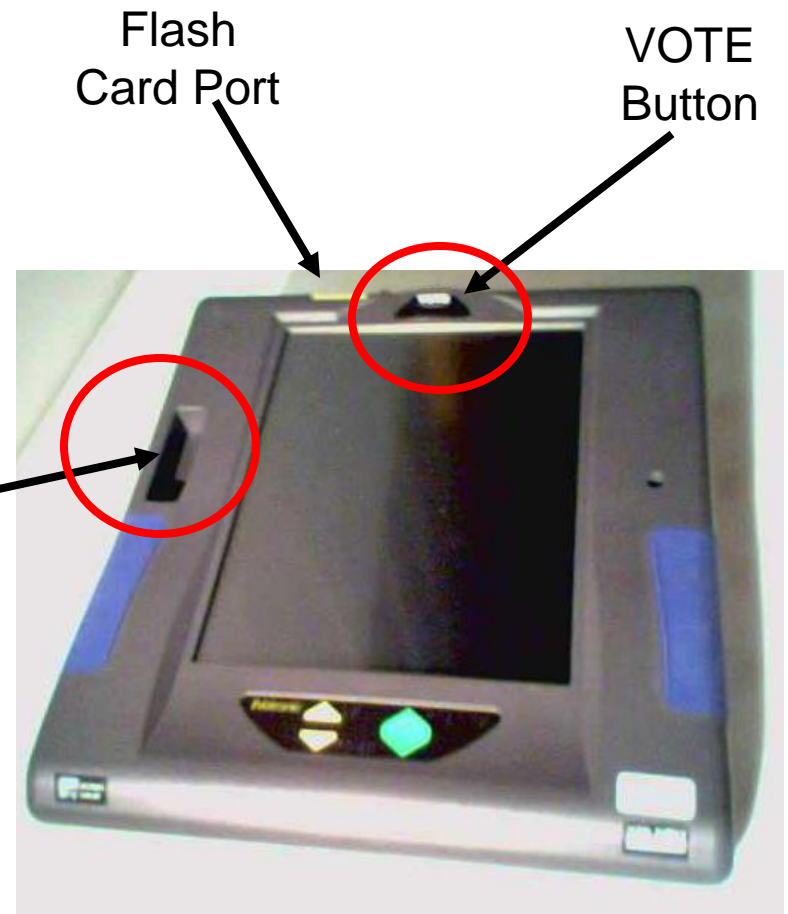
iVotronic

- Open carrying case
- Unfold booth legs
- Unwind cord - do NOT plug in yet
- Close case lid
- Turn unit over
- Insert legs
- Turn unit upright
- Open cover
- Lift top and side privacy blinders and snap sides into back cover
- Unsnap metal bar "kickstand" under iVotronic near top

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

iVotronic Set Up
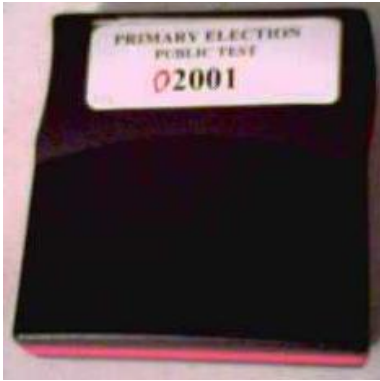
PEB

- Connect power cable to terminal at top of iVotronic terminal
- Plug power cord into AC outlet
- Insert PEB into PEB slot
- Watch progress bar
- Confirm Poll site on touchscreen
- When screen indicates, remove PEB, and the terminal will finish opening
- Press the "Vote" button to exit and the iVotronic screen will go blank
- Proceed to M-100

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

PEB Reader

PEB Reader

- PEB Reader connects to M-100 to transfer iVotronic data from PEB to M-100

- PEB Reader transfers data so the following can occur on M-100:
  - Zero Report can be printed
  - Results Tape can be printed
  - Tabulate and store votes

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Menu Control Buttons

LCD Status Display

PEB Reader Plug

Key Access Panel

Printer Paper Slot

Printer Access Panel

PC Card Slot Access Panel

Ballot Entry Slot

Parallel/Serial Port Access Panel
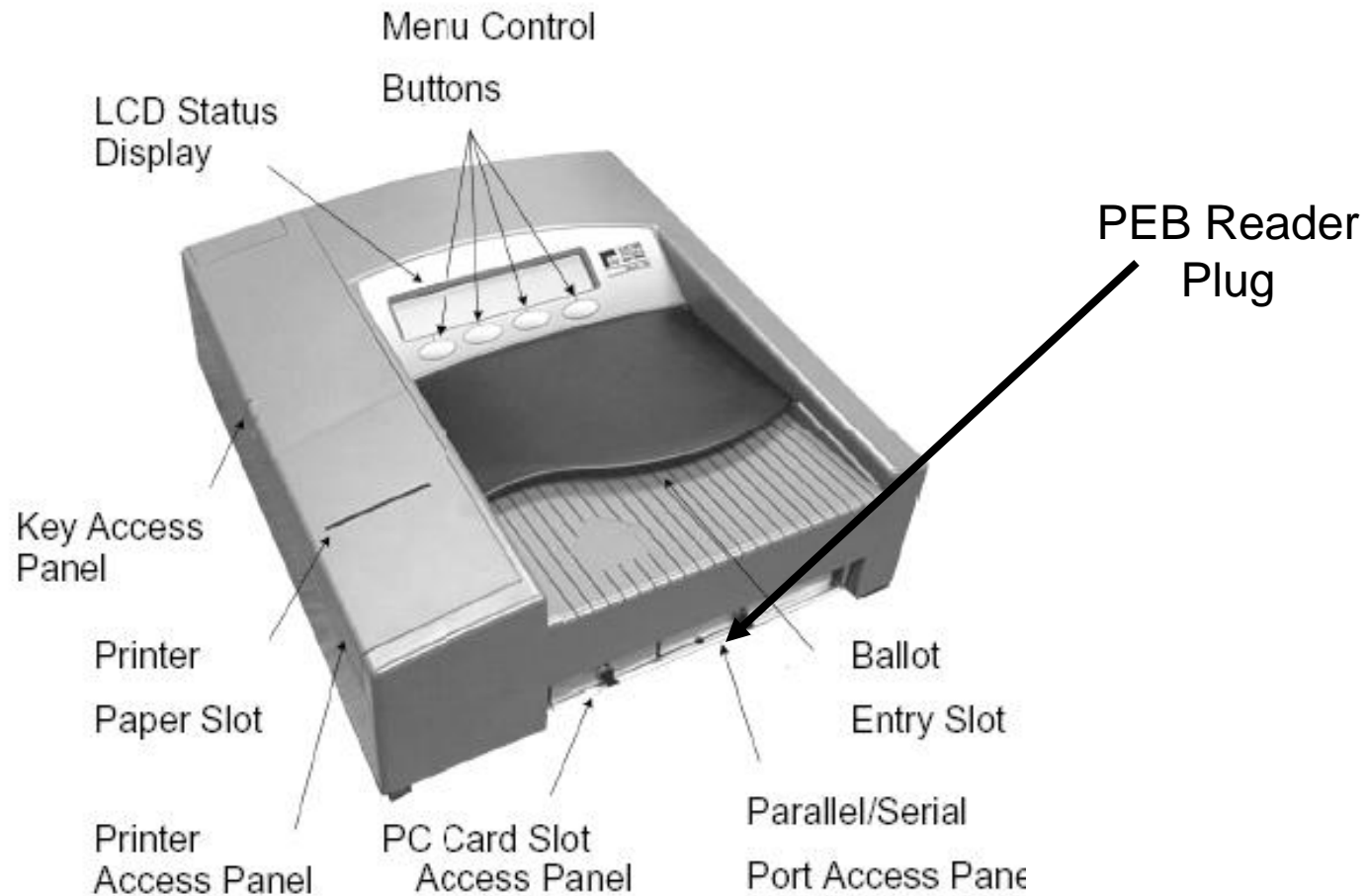
M-100 Set Up

- Unlock control access panel and lower door (red Illinois key)
- Remove lid
- Compare yellow seal to number found on back of ballot count card
- Insert power cord and thread to back left side of metal ballot box
- Slide scanner forward
- Connect power cord to back of M-100 machine
- Slide scanner back without pinching cord

Illinois Key

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

M-100 Set Up

- Plug power cord into wall outlet
- Check ballot compartments to confirm they are clear of contents, then close
- Connect PEB reader cord to front of scanner Plug PEB Reader into AC outlet
- Open access panel to left of scanner
- Insert Red Illinois Key and turn to "Open/Close Polls"
- A message - "Open the Polls" - will appear on the M-100 Screen
- Press the button below "Yes"
- Turn key to "VOTE"
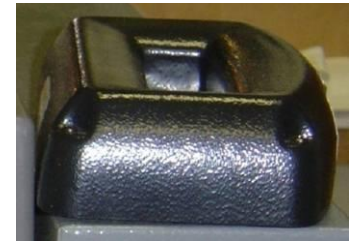
PEB Reader

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

M-100 Set Up

- Insert PEB into PEB Reader
- Print Zero Tape (example on next slide)
  - Review and confirm all races show zero vote
  - Inspector and Judge(s) sign
  - File zero report in the correct envelope
- Remove PEB when screen reads: Insert ballot
- Disconnect PEB reader and store in ballot case
- Remove keys, close and lock control access panel door and secure keys
- Place voter privacy screen on top
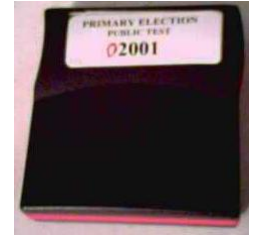
PEB

→ **Machines are ready for voting**

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Zero Report Sample

```
*** System Zero Report ***
     11:26:52 04/19/2007

IN 2007 PRIMARY DEMO
Primary Demo 2007
0001 PRECINCT 1 0001
Election Date: May 08, 2007

              Model 100
Total Number Voting:

              iVotronic
PEB Serial Number: 143487
    Polling Place Public Count: 0001
    Total Ballots Counted: 0000

Number of terminals: 0001
    Serial Number      5120103
    Polling Place Public Count: 0001
    Protective Count: 000076
    OPENED 12:29:29 04/19/2007
    NOT CLOSED
    Terminal Ballots Counted 0000
```

```
*** Precinct Zero Report ***
     11:26:53 04/19/2007

IN 2007 PRIMARY DEMO
Primary Demo 2007
0001 PRECINCT 1 0001
Election Date: May 08, 2007
PRECINCT 1

              Model 100
Total Number Voting:
Total Ballots
Ballots for Code 00001-01-01
Ballots for Code 00004-01-01

              iVotronic
Ballots Counted:
Party Counts
ALL
a-SFc
Ballot Style Counts
Ballot Style 1:
Ballot Style 1:
```

```
(REP) FAVORITE HOOSIER ACTRESS

VIVICA A. FOX                        0
    Model 100                        0
    iVotronic                        0
CAROLE LOMBARD                       0
    Model 100                        0
    iVotronic                        0
Write-in                             0
    Model 100 (Names on ballot)      0
    iVotronic (Names below)          0
Over Votes (M100 only)               0
Under Votes                          0
    Model 100                        0
    iVotronic                        0
..............................................
Total Votes                          0
    Model 100                        0
    iVotronic                        0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE A TRUE AND
ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
AND THAT ALL COUNTERS WERE ZERO (0)
WHEN THE POLLS OPENED AND THAT THE
ELECTION WAS HELD IN ACCORDANCE WITH
THE LAWS OF THE STATE.


_____
ELECTION JUDGE

_____
ELECTION JUDGE
```

Inspector and Judge(s) must sign Zero Report Tape

Voting Equipment

- Problems with your voting equipment on Election Day?

    – <u>Continue voting.</u> Use optical scan paper ballots and place in the uncounted ballot storage bin at the front of the M-100

    – <u>Call 327-2000 immediately</u>

Shutting Down Voting Equipment

- Close the iVotronic FIRST
  - Insert PEB
  - 'Close Polls Now' option appears after 6 p.m.
  - Follow instructions on screen
  - Break seal and remove flash card at back of touchscreen
  - Lock case with seal found in Inspector Binder in the zipper pack

Shutting Down Voting Equipment

- Close the M-100
  - Turn key from 'vote' to 'open/close'
  - Attached PEB reader
  - Press 'Close Polls' button on screen
  - Insert PEB
  - Run Results Tape
    - Both Inspector AND Judges MUST sign
  - Break seal and remove flash card at front of machine
  - Turn key to 'Off' position
  - Lock lid

Voting Equipment Media
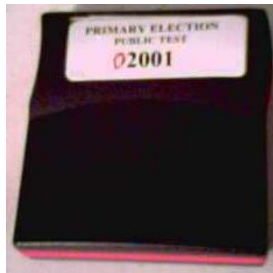
PEB

- Initiates iVO voting
- Transfers data from iVo to M-100

M-100 Card

- Stores M-100 Votes
- Found sealed in the front of the M100

iVotronic Flash Card

- Contains iVo ballot audit data
- Found sealed in the rear of the iVo

Every precinct MUST return a M-100 Card

Managing precincts MUST ALSO return the PEB and iVo flash card

Each precinct MUST return a bubble pack with the proper media

Place bubble pack in RED carrier envelope

What's New

- Write-In Candidates

- New Rejected Absentee Ballot Envelope

- Moving in a Municipal Election Year

- Credentials & Exit Polling

- Candidates as Poll Workers?

- Cell Phone Reimbursement

- Daylight Savings Time

Write-In Candidates

- Clerks should post a list of declared write-in candidates on their table in the morning

  - For 2011 Municipal Election, write-in candidates filed to run over the summer

  - List is found in the Inspector Binder

- At closing, look for write-in votes on M-100 totals tape

Write-In Candidates

- If any, examine ALL ballots to look for write-in candidates
  - ONLY record votes for certified write-in candidates OR candidates on the ballot
    - Declared Write-In Form (MCEB-10) found under tab 4 of Inspector Binder
    - Form will permit you to enter information only for the declared write-in candidates or candidate on the ballot
      - Any non-declared candidate (i.e. Mickey Mouse) is not to be counted

New Rejected ABS Envelope

- BEFORE: One return envelope for spoiled/defective/rejected absentee ballots

- NOW:
  - One return envelope for spoiled/defective absentee ballots
    - Defective absentee ballots cannot be fed through a machine, but otherwise OK
    - Remake the defective absentee ballot, marking the first as 'spoiled'
  - One return envelope for rejected absentee ballots
    - Absentee ballots rejected by the precinct election board or the county Election Board for a valid reason

Moving in a Municipal Election

- In a municipal election year, a voter who did <u>NOT</u> update their registration <u>AND</u> moved in or out of a municipality at any time is NOT eligible to vote in the election.

  - Example: Valerie Voter moved out of the city of Lawrence to downtown Indianapolis. She did not update her voter registration. In a municipal election, she is NOT permitted to go back to her old precinct and vote one last time.

- Municipalities impacted by this rule are the cities of Indianapolis, Beech Grove, Lawrence and Southport, and the town of Speedway.

- If you encounter this scenario on election day, call the Inspector Hotline at 327-2000.

Credentials & Exit Polling

- ## Credentials
  - Every non-voter entering polls should have a credential issued by their party chair or Election Board
  - Secretary of State may issue credentials to members of the national media; they are official and can enter the polling location

- ## Exit polling
  - Instructed to stay outside the chute
  - Can speak to voters exiting the polls
  - Voter does not need to respond

Candidates as Poll Workers?

- State law is clear that candidates appearing on the ballot <u>cannot</u> work as a poll worker or be a watcher in precincts where their name appears on the ballot
  - Candidates are permitted to cast a vote in their precinct on Election Day

Cell Phone Reimbursement

- MCEB is providing a $5 stipend to <u>ONE</u> designated poll worker who is willing to designate their cell phone as the official contact number for their precinct on Election Day
  - Most likely will be the Inspector of the precinct
  - Designee MUST mark box on the expense sheet
- Note: All polling locations should make their landline available to poll workers
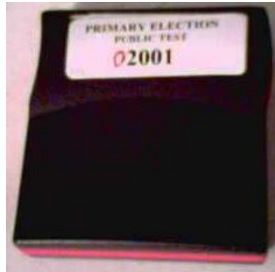
Daylight Savings Time

- DST falls the weekend before the election
  - Be sure to 'fall back'
  - Don't let this make you late on Tuesday!
    - Everyone is expected to arrive at 5 a.m.

Reminders

- Return ALL Voting Equipment Media
- Early Voting
- Arrive at 5 a.m.
- Other Resources
- Questions?

Voting Equipment Media

PEB

- Initiates iVO voting
- Transfers data from iVo to M-100

M-100 Card

- Stores M-100 Votes
- Found sealed in the front of the M100

iVotronic Flash Card

- Contains iVo ballot audit data
- Found sealed in the rear of the iVo

Every precinct MUST return a M-100 Card

Managing precincts MUST ALSO return the PEB and iVo flash card

Each precinct MUST return a bubble pack with the proper media or else you will NOT be permitted to check in at a regional site

Early Voting

- **If you're not working in your home precinct, be sure to vote absentee**
  - To vote by mail
    - Applications must be received by midnight, October 31
    - Ballots are due on or before Election Day
    - Pick up a form at training or download at www.indy.gov/election

Early Voting

- Clerk's Office, City-County Building
  200 E. Washington Street, Room W-122
  - Monday through Friday, October 10 to 28: 8 a.m. to 5 p.m.
  - Saturday, October 22 & Sunday, October 23: 10 a.m. to 5 p.m.
  - Saturday, October 29 & Sunday, October 30: 10 a.m. to 5 p.m.
  - Evening Hours! Week of October 31 to November 4: 8 a.m. to 7 p.m.
  - Saturday, November 5 & Sunday, November 6: 10 a.m. to 5 p.m.
  - Last Day! Monday, November 7: 8 a.m. to NOON

- Parking available at the parking lot on the southeast corner of Market and Alabama Streets.

- Must pre-pay the lot's fee, but reimbursed after presenting voucher from Election Board office

Arrive at 5 a.m.

- **Before Election Day…**
  - Inspector should call Clerks and Judges
  - Set up polling site

- **Arrive at 5 a.m.!!**
  - **ALL** poll workers should arrive at their polling location at 5 a.m. Election Day
    - Clerks and Judges: If your Inspector does not arrive by 5 a.m., call 327-2000 immediately

- **Bring your lunch**

Resources

- Marion County Election Board Web site
  - www.indy.gov/Election
  - Training materials and videos
- Secretary of State's Web site
  - www.IN.gov/SOS/elections
- Inspector Hotline (on Election Day)
  - 327-2000
- Election Hotline
  - 327-VOTE
    - Connects you to either Voter Registration or Election Board

Resources

- Phone-based Polling Place Locator
  - 327-VOTE
  - Confirms registration and polling place:
    - Enter voter's birth date
    - Enter numeric portion of their street address
- Voter Information Portal
  - www.indy.gov/VIP
  - Online application confirms registration status, polling location, sample ballots, elected officials

Thank you!